

# RECRUITMENT RULES

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GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (HEALTH)

(G.O. Ms. No. 29, dated 14th June 2016)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Notification No.F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the earlier notification issued *vide* G.O.Ms. No. 52, dated 12-6-1989 and published in the Supplement to the Gazette of Puducherry save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Cook in the Directorate of Health and Family Welfare Services, Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Directorate of Health and Family Welfare Services, Group 'C' post of Cook Recruitment Rules, 2016.

(ii) They shall come into force from the date of their publication in the Official Gazette.

2. *Number of posts, its classification and Pay Band, and Grade Pay/Pay Scale.*— The number of the said posts, its classification and the Pay Band, and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age-limit, qualifications and other matter relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservation, relaxation in upper age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

## SCHEDULE

## RECRUITMENT RULES FOR THE POST OF COOK

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| 1. Name of the post                             | : Cook  |
| 2. Number of post                               | : 48 (Forty-eight) [2016] Subject to variation dependent on work-load.  |
| 3. Classification                               | : General Central Services–Group 'C' Non-Gazetted–Non-Ministerial.  |
| 4. Pay Band and Grade Pay/Pay Scale             | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,800   |
| 5. Whether selection post or non-selection post | : Non-selection   |
| 6. Age-limit for direct recruits                | : Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the posts for which selection is made). |
- Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.
- Note* : (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the names.
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| 7. Educational and other qualifications required for direct recruits.   | <b>Essential:–</b><br>(i) A pass in S.S.L.C. or its equivalent.<br>(ii) A Certificate/Diploma in Food Production/Caterings issued by a Government recognised Institute.<br>(iii) Should have 1 year experience as Cook in a Hotel/Restaurant.<br>(iv) Should pass the Trade Test in Cooking conducted at the time of recruitment.<br><br><i>Note</i> : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes and Schedules Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them. |
| 8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. | <i>Age</i> : No<br><i>Educational qualification</i> : As indicated in column (11)  |

9. Period of probation, if any : Two years for direct recruits
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : (i) 75% by promotion failing which by direct recruitment.  
(ii) 25% by direct recruitment.
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : Promotion from Assistant Cook with 3 years service in the grade rendered after appointment thereto on a regular basis and possessing S.S.L.C. or its equivalent and passed the trade test in Cooking.
- Note 1 :* The requirement of S.S.L.C. or its equivalent for promotion is not applicable for officials holding the feeder post on regular basis on the date of notification of these rules.
- Note 2 :* Where, Juniors who have completed their qualifying/eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.
- Note 3 :* For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1-1-2006/the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended shall be deemed to be service rendered in the corresponding Grade Pay/Pay Scale extended based on the recommendations of the Pay Commission.
12. If a Departmental Promotion Committee exists, what is its composition? : *Group 'C' Departmental Promotion Committee (for considering promotion)/Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee—*
- (1) Secretary to Government (Health) . . . Chairman
- (2) Director of Health and Family Welfare . . . Member Services.
- (3) Under Secretary to Government (Health) . . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

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(By order of the Lieutenant-Governor)

**V. JEEVA,**  
Under Secretary to Government (Health).

GOVERNMENT OF PUDUCHERRY  
CHIEF SECRETARIAT (HEALTH)

(G.O. Ms. No. 30, dated 14th June 2016)

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Notification No.F5/4/65-GP, dated the 11th January 1965 of the Ministry of Home Affairs, Government of India, New Delhi and in supersession of the earlier notifications issued *vide* G.O.Ms. No. 52, dated 12-6-1989 and published in the Supplement to the Gazette of Puducherry save as respects things done or omitted to be done before such supersession, the Lieutenant-Governor, Puducherry, hereby makes the following rules, regulating the method of recruitment to the Group 'C' post of Assistant Cook in the Directorate of Health and Family Welfare Services, Puducherry, namely:—

1. *Short title and commencement.*— (i) These rules may be called the Government of Puducherry, Directorate of Health and Family Welfare Services, Group 'C' post of Assistant Cook Recruitment Rules, 2016.

(ii) They shall come into force from the date of their publication in the Official Gazette.

2. *Number of posts, its classification and Pay Band, and Grade Pay/Pay Scale.*— The number of the said posts, its classification and the Pay Band, and Grade Pay/Pay Scale attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed hereto.

3. *Method of recruitment, age-limit and other qualifications.*— The method of recruitment to the said posts, age-limit, qualifications and other matter relating thereto, shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualifications.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said posts:

Provided that the Lieutenant-Governor may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Lieutenant-Governor is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect the reservation, relaxation in upper age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in this regard.

## SCHEDULE

**RECRUITMENT RULES FOR THE POST OF ASSISTANT COOK**

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| 1. Name of the post                             | : Assistant Cook  |
| 2. Number of post                               | : 34 (Thirty-four) [2016] Subject to variation dependent on work-load.  |
| 3. Classification                               | : General Central Services–Group 'C' Non-Gazetted–Non-Ministerial.  |
| 4. Pay Band and Grade Pay/Pay Scale             | : Pay Band-1 ₹ 5,200-20,200 + Grade Pay ₹ 1,800   |
| 5. Whether selection post or non-selection post | : Not applicable  |
| 6. Age-limit for direct recruits                | : Between 18 and 30 years (Relaxable for Government servants up to 40 years in accordance with the orders or instructions issued by the Central Government, provided such Government servants are working for not less than 3 years in posts which are in the same line or allied cadres and where a relationship can be established that the services rendered by them in the department will be useful for efficient discharge of duties in the posts for which selection is made). |

*Note* : (1) In the case of recruitment made through advertisement, the crucial date for determining the age-limit shall be the closing date for receipt of applications.

*Note* : (2) In the case of recruitment made through Employment Exchange, the crucial date for determining the age-limit shall, in each case, be the last date up to which the Employment Exchanges are asked to submit the names.

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|---|---|
| 7. Educational and other qualifications required for direct recruits. | <b>Essential:–</b><br>(i) A pass in S.S.L.C. or its equivalent.<br>(ii) Should have 2 years experience as Cook in a Hotel/ Restaurant.<br>(iii) Should pass the Trade Test in Cooking conducted at the time of recruitment. |
|---|---|

**Desirable:**

A Certificate/Diploma in Food Production/Catering, issued by a Government recognised Institute.

*Note* : The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes if, at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

8. Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees. : Not applicable
9. Period of probation, if any : Two years (for direct recruits only)
10. Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. : Absorption failing which by direct recruitment.
11. In case of recruitment by promotion /deputation/ absorption, grades from which promotion/deputation/absorption is to be made. : Absorption from willing employees of Health Department in Pay Band -1 ₹ 5,200-20,200 + Grade Pay ₹ 1,800 and completed probation period in the respective post, possessing S.S.L.C. or its equivalent and passed the Departmental Trade Test in Cooking.
12. If a Departmental Promotion Committee exists, what is its composition? : *Group 'C' Departmental Confirmation Committee (for considering confirmation)/Recruitment Committee—*  
 (1) Secretary to Government (Health) . . . Chairman  
 (2) Director of Health and Family Welfare . . . Member Services.  
 (3) Under Secretary to Government (Health) . . . Member
13. Circumstances in which Union Public Service Commission is to be consulted in making recruitment. : Not applicable

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(By order of the Lieutenant-Governor)

**V. JEEVA,**  
Under Secretary to Government (Health).